

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Contracting and Procurement**

Office of the Director



Thursday, September 20, 2007

Dear Valued Vendor:

Each year, the Office of Contracting and Procurement (OCP) acquires roughly \$1.5 billion in goods and services on behalf of District agencies. As the District's new Chief Procurement Officer, I look forward to working with you to improve our customer service and outreach efforts. My goal is to ensure that vendors are aware of upcoming procurement opportunities and that they understand the District's procurement process.

In the coming months, you will begin to see changes in the way we do business. These changes will reflect our goal of becoming a more customer friendly organization—with greater focus on communicating with our internal and external customers. Some of the new initiatives will include a live webcast of our procurement bid openings; a new online vendor handbook; and a major push to eliminate ratifications.

**Bid Opening Webcast**

The new bid opening webcast will allow residents, vendors and other key stakeholders the opportunity to view all procurement bids received by the District government, which will make the process more open and transparent. The webcast will be featured on our website ([www.ocp.dc.gov](http://www.ocp.dc.gov)) and stored for 30 days. This new initiative is expected to begin next month.

**Vendor Handbook**

We understand that communication is a critical factor in ensuring a successful and smooth procurement process. Our new vendor handbook that will be released later this year is designed to provide vendors with a clear understanding of the procurement process and assist them in marketing their products and services to District agencies.


**Ratification Elimination**

Both the executive and legislative branches of District government have expressed concern over the years concerning the ratification of contracts after the fact. Vendors who conduct business with the District must have an **approved** procurement instrument (i.e., purchase order, term contract, blanket purchase agreement, etc.) in place prior to rendering services or goods to the District. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the District without a proper contract is doing so entirely at their own risk, and may not receive payment. The District will no longer pay for goods or services that were provided without the benefit of a properly executed contract.

These are just a few of the things you will see in the coming months. We have lots of work to do and we look forward to working with you to help improve our procurement process. If you have questions, or need additional information, please feel free to contact me at 202-727-0252.

Again, thank you for your services to the Government of the District of Columbia. I look forward to hearing from you soon.

Best regards,



David P. Gragan, CPPO  
Acting Director